



# Virginia Building Code Academy



Department of Housing and Community Development  
Training and Certification Office  
501 North Second Street  
Richmond, Virginia 23219  
Telephone: 804/371-7180 Fax: 804/371-7092

**Important Notice !!**  
Check the box of the preferred class.

This schedule sheet **MUST** accompany your application.

## Schedule of Classes

### Calendar Year 2004 October – December 2004

Check (only one)	Date	Module	Location	Application Deadline
	Oct. 5-7	Advanced Official	Sheraton Park South Hotel-Richmond, VA	Sept. 6
	Nov. 16-18	CORE	Thomas Nelson Community College-Hampton, VA	Oct. 15
	Dec. 7-9	Building Module	Richmond, VA	Oct. 15

### Calendar Year 2005 January – December 2005

Check (only one)	Date	Module	Location	Application Deadline
	Jan. 10-12	Building Inspection	Richmond Area	Dec. 10
	Jan 25-27	Property Maintenance	Fredericksburg Area	Jan. 3
	Feb. 8-9	Plan Review Non-Structural	Roanoke Area	Jan. 7
	Feb. 15-17	CORE	Northern Area	Jan. 17
	Feb. 22-24	Electrical Inspection	Roanoke Area	Jan. 24
	Mar. 7-8	Plan Review Structural	Fredericksburg Area	Feb. 8
	Mar. 15-17	Mechanical Inspection	Fredericksburg Area	Feb. 17
	Mar. 29-31	Advanced Official	Richmond Area	Feb. 28
	Apr. 11-15	Amusement Device Inspection *	Charlottesville Area	Mar. 15
	Apr. 19-21	Plumbing Inspection	Roanoke Area	Mar. 21
	Apr. 26-28	Fire Protection Inspection	Fredericksburg Area	Mar. 28
	May 3-5	Electrical Inspection	Roanoke Area	Apr. 5
	May 9-13	Advanced Amusement Device Inspection *	Tidewater Area	Apr. 13
	May 17-19	CORE	Southwestern Area	Apr. 19
	May 24-26	Building Inspection	Southwestern Area	Apr. 26
	June 7-9	Mechanical Inspection	Fredericksburg Area	May 9
	June 13-15	Property Maintenance	Tidewater Area	May 17
	June 21-23	Plumbing Inspection	Tidewater Area	May 23
	July 12-13	Plan Review Non-Structural	Tidewater Area	June 13
	Aug. 23-25	Fire Protection Inspection	Fredericksburg Area	July 25
	Sept. 12-13	Plan Review Structural	Charlottesville Area	Aug. 15
	Sept. 14-16	Electrical Inspection	Charlottesville Area	Aug. 16
	Sept. 20-22	Mechanical Inspection	Southwestern Area	Aug. 22
	Oct. 4-6	Advanced Official	Richmond Area	Sept. 6
	Oct. 12-14	Property Maintenance	Tidewater Area	Sept. 14
	Oct. 18-20	CORE	Charlottesville Area	Sept. 19
	Oct. 25-26	Advanced Amusement Device Inspection – Parks *	Kings Dominion, Doswell, VA	Sept. 26
	Nov. 7-9	Building Inspection	Richmond Area	Oct. 10
	Nov. 15-17	Plumbing Inspection	Southwestern Area	Oct. 17
	Dec. 6-8	CORE	Tidewater Area	Nov. 7

\* Dates are tentative based on anticipation that a traveling amusement show or carnival will be available at this time. If a traveling show or carnival are not available, the dates will be changed to a date when available.

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## **APPLICATION FORM**

**Please fill out this application  
completely to be considered for a VBCA module**

**Do not forget to submit the  
schedule page showing  
which class you applied for.**

1. **Class Selection:** Mark the one class on the schedule list that you wish to apply for – do not modify the form. A separate application is required for each class you wish to attend.

2. **Applicant information:** (print or type)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_

3. **Applicant's position description:**

Position title: \_\_\_\_\_

Number of years in this position: \_\_\_\_\_ Number of years in code enforcement/administration: \_\_\_\_\_

What is your primary responsibility as it relates to the USBC/VSFPC? \_\_\_\_\_

4. **Certification Plans:**

A. Date you attended the CORE Module: \_\_\_\_\_

B. Have you previously been denied attendance to the class for which you are applying due to a lack of space? (Check box) ☐ Yes ☐ No

C. Will you be seeking certification within the next twelve months? ☐ Yes ☐ No  
If you answered "yes", please list in priority order the Categories of Certification you will be seeking.

1.	4.
2.	5.
3.	6.

D. If you have a provisional certification, please list the category of certification and its expiration date:

\_\_\_\_\_ Expires: \_\_\_\_\_

**IMPORTANT NOTE TO APPLICANT:** The preceding Sections 1 through 4 must be completed in their entirety by you, the applicant. Section 5 must be completed by the local Code Official. Failure to complete the form or to provide adequate information may cause the form to be returned without further action towards accepting the application.

5. A. **Code Official's Endorsement:** (NOTE: The "Code Official" as defined in the VUSBC/VSFPC.)

Name (print or type): \_\_\_\_\_

Title: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

E-mail address (if applicable): \_\_\_\_\_

B. **Code Enforcement:** Is the applicant presently enforcing that portion of the code that is directly related to the class being applied for? (check box)

☐ Yes ☐ No Initials of Code Official: \_\_\_\_\_

C. **Prioritization of Applicant(s):** Applications are often received from more than one individual for the same class representing the same jurisdiction. As the Code Official, please prioritize this applicant, as compared to any other applicants from your jurisdiction, to this particular class, based on the greatest need you have. Please indicate whether this should be considered your 1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, etc.

Ranking: \_\_\_\_\_ Initials of Code Official: \_\_\_\_\_

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**Statement**

(The applicant and Code Official must both read and sign the statement below. Notice to attend and a copy of the class rules will be sent to each participant subsequent to application acceptance.)

We understand that for a participant to receive credit for any module of the Virginia Building Code Academy, they must attend the entire module. Participants will not schedule any regular work activities during the period of the Code Academy. Course work missed due to personal or work related emergencies must be made-up prior to receiving credit for the course. If a participant cancels less than one workday prior to class, or does not arrive for the first night's lodging, their jurisdiction will be invoiced for the one night's lodging. If a participant does not use lodging arrangements requested of and provided by the Academy, the jurisdiction will be charged for all lodging costs not utilized.

Code Official's signature: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

There are no fees for participants attending the Virginia Building Code Academy who are engaged in code related work for local or State agencies that participate in contributing 1.75% levy funds in accordance with § 36-137(7) of the Code of Virginia. Others will be required to pay tuition based upon an established fee schedule of the particular class. Participants must provide their own transportation and bear all associated cost such as tolls and parking fees. Living arrangements and meals will be provided in accordance with Code Academy policy and all classroom materials will be provided. Due to the limited number of spaces for all Code Academy classes, acceptance to each specific class must be necessarily limited. Each applicant will be considered on a case-by-case basis. Participants in academy classes will be assigned double occupancy rooms with another participant. If other lodging arrangements are desired, participants must make their own arrangements. If you have any questions, please do not hesitate to contact the Training and Certification Office at 804-371-7180 or through facsimile at 804-371-7092.

**Mail application to:**

Training and Certification Office  
Division of Building and Fire Regulation  
501 North Second Street  
Richmond, Virginia 23219

NOTATION ON DUE DATES: Applications for individual classes will not be accepted after the "application deadline" date listed on the schedule of classes.